

# CITY COUNCIL OF THE CITY OF ANNAPOLIS

## CHARTER AMENDMENT NO. CA- - 02

### Introduced by

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#### A RESOLUTION concerning

#### THE CITY ADMINISTRATOR

**FOR** the purpose of amending the Charter of the City of Annapolis to remove inconsistent language describing the city administrator and to revise certain employment conditions.

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**BY** repealing and re-enacting, with amendments  
Article VI. Operations  
Section 2B. City Administrator  
Charter of the City of Annapolis

**SECTION I: BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the Charter of the City of Annapolis shall read as follows:

#### ARTICLE VI. OPERATIONS

##### **Sec. 2B. City administrator.**

(a) There shall be a city administrator in the office of the mayor who shall be the chief administrative officer of the city. The city administrator shall be the direct subordinate of the mayor and the immediate supervisor of each department director. The city administrator shall serve as the supervising authority of the office of the mayor. ~~and shall be the mayor's chief of staff.~~

(b) The city administrator shall be appointed by the mayor and confirmed by the city council solely on the basis of his/her knowledge, experience and training. The city administrator shall have had, prior to appointment, an advanced degree in business or public administration from an accredited college or university and at least five years' experience either in public administration or private business; or an equivalent combination of education and experience. ~~At the time of appointment or within one year thereafter, t~~~~he city administrator shall be a member in good standing of the International City and County Management Association and. The city administrator shall also be thoroughly familiar with modern budget~~ **contemporary budgeting** and

1 accounting methods practices. A non-resident applicant for the position of city administrator shall  
2 become a city resident within 6 months of appointment to the job. The city administrator may be  
3 removed from office by the mayor.

4 (c) The city administrator shall devote full time to the duties of the office. and shall  
5 serve at the pleasure of the mayor.

6  
7 (d) The compensation of the city administrator shall be fixed by the mayor according  
8 to the provisions of an executive pay plan adopted by ordinance.

9  
10 (e) The city administrator shall have the following additional powers and duties:

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12 ~~(1) To serve as the chief of staff of the department directors;~~

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14 (2) To exercise supervisory authority over the department directors;

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16 (3) To direct the operations of the city government;

17  
18 (4) To supervise the office of mayor at the direction of the mayor and to be responsible  
19 for the execution of the duties and responsibilities of the office of mayor;

20  
21 (5) To supervise the preparation of the city budget;

22  
23 (6) To assist the mayor in the formation of policy and the implementation of plans to  
24 address demands for municipal services, enhance the quality of life and strengthen the economic  
25 vitality of the city;

26  
27 (7) To perform such duties not inconsistent with this Charter as may be delegated by  
28 the mayor from time to time.

29  
30 **SECTION II: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL**

31 that the date of adoption of this Resolution is \_\_\_\_\_, and the amendment of the  
32 Charter of the City of Annapolis, hereby enacted shall become effective on \_\_\_\_\_, unless  
33 a proper petition for referendum hereon shall be filed as permitted by law, provided a complete  
34 and exact copy of this Resolution shall be continuously posted on the bulletin board in the City  
35 Hall until \_\_\_\_\_, and provided further that a copy of the title of this Resolution shall  
36 be published in "The Capital," a newspaper of general circulation in the City of Annapolis, or in  
37 any other newspaper of such general circulation, once in each of the weeks on  
38 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

39  
40 **SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL**

41 that the Mayor is hereby specifically commanded to carry out the provisions of Section II hereof,  
42 and, as evidence of such compliance, the Mayor shall cause to be maintained appropriate  
43 certificates of publication of the newspaper or newspapers in which the title of the Resolution

shall have been published and if a favorable referendum is held on the Charter change, shall declare the Charter change hereby enacted to be effective on \_\_\_\_\_, by affixing his signature hereto in the space provided on the effective date of change.

**SECTION IV: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL**

that as soon as the Charter Amendment hereby enacted shall become effective, either as provided herein or following a referendum, the Mayor shall send to the Department of Legislative Reference of Maryland a copy of this Resolution showing the number of Aldermen voting for and against it and a report on the votes cast for or against the amendment hereby enacted at any referendum thereon and the date of such referendum.

The above Charter Amendment was enacted by the foregoing Resolution which was passed at a \_\_\_\_\_ meeting of the Annapolis City Council on \_\_\_\_\_, \_\_\_\_\_ Aldermen voting in the affirmative, \_\_\_\_\_ Aldermen voting in the negative, \_\_\_\_\_ Aldermen abstaining and \_\_\_\_\_ Aldermen absent and the said Resolution becomes effective in accordance with law on the \_\_\_\_\_ day of \_\_\_\_\_.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**ATTEST:**

**THE ANNAPOLIS CITY COUNCIL**

**Deborah Heinbuch, CMC/AE**  
**City Clerk**

**BY:** \_\_\_\_\_  
**Ellen Moyer, MAYOR**

**EFFECTIVE DATE:** \_\_\_\_\_

**EXPLANATION:**

Redlining indicates matter added to existing law.  
~~Strike Out indicates matter deleted from existing law.~~  
Underlining and redlining indicate amendments.